

## **ARTICLE XVII**

### **EXIT INTERVIEWS AND LAST DAY WORKED**

#### Section 1 - Exit Interview Form

Prior to the last day of work, the supervisor should give the employee an Exit Interview Form for use during the Human Resource Department's exit interview on the last day of work.

Copies of the completed Exit Interview Form will be sent to the Mayor and the employee's Department/Division Head for their information and review.

#### Section 2 - Supervisors responsibility on final day of work

On the employee's last day of work, the supervisor should obtain possession of any City property the employee may still have and direct them to the Human Resource Department at the prearranged time for the exit interview.

Items to be collected or processed by the supervisor:

- a. Keys, books, manuals
- b. Cancel computer access authorization codes
- c. Telephone I.D. code
- d. Tools, equipment, supplies, clothing, and other City property
- e. Employee I.D. card
- f. Credit cards

#### Section 3 - Exit Interview

The exit interview is designed to give the employee a chance to speak freely concerning reasons for leaving the City. There will be times that the reasons given will not be the "real" reasons. In most cases, however, the person leaving the job will be straightforward and not hesitate to explain the reason(s) for leaving. Information obtained in this way, if properly evaluated, is useful in focusing on any possible unfavorable aspects of the job. Appropriate corrective action can then be taken to help reduce future turnover in our workforce.

Items to be reviewed during Exit Interview:

- a. Collect prepaid tuition reimbursement
- b. Insurance conversion and benefits continuation rights (COBRA)
- c. Final pay provisions
- d. Forwarding address

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